

Youth Have Opportunities for Work in East Timor (Prepara Ami ba Servisu –PAS- Program)

USAID Cooperative Agreement No: 486-A-00-07-00010-00

Education Development Center, Inc. (EDC)

QUARTERLY REPORT **October 1 – December 31, 2008**

Submitted to USAID Timor Leste

by

Education Development Center, Inc.
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This quarterly report covers the period from October 1 – December 31, 2008 under USAID Cooperative Agreement No. 486-A-00-07-00010-00. The report summarizes major accomplishments by the PAS Program during this period, plans for next period, and a summary of expenditures for the period. Annex (1): Frequently Asked Questions (December 2008).

Section One: Program Summary

Over a period of three years, the PAS program will provide at least 2,500 minimally-educated rural men and women, ages 16-30, with a workforce preparation program that combines off-the-job instruction with on-the-job training. Elements of this program include literacy/language learning, employability and life-skills training, financial and entrepreneurship training, and vocational skill building. The program combines formal instruction with on-the-job training in some of the country's most rural areas. As part of this training, participants have the opportunity to gain real work experience while applying new-found skills gained through formal instruction.

On- and off-the-job training is combined in a two-phase, eight-month integrated program in which participants spend alternating weeks engaged in project activities that provide hands-on work and technical training experience, and in complementary training, skill and knowledge-building activities designed to improve their work readiness and employability post-program completion. Youth participants gain hands-on work experience by engaging in project activities at the community level. Priority sectors for on-the-job and technical training vary slightly from location to location, but generally include growing sector areas such as agriculture, construction, tourism & hospitality, and carpentry.

To improve work readiness, youth participants work with Training Partner staff to identify his/her development goals. Training Partners are trained by PAS staff and act as extended members of the team. PAS program Training Partners are guided by EDC staff to mentor or "accompany" participants for an addition four months in the second phase of the program to ensure the integration of the formal instruction and on-the-job training components of the program. During this time, EDC staff and Training Partners assist participants in taking the next step in their development, such as returning to formal schooling or vocational training, entering the workforce or gaining an internship or improving their income through the formation of an individual or group business.

EDC works in selected sites in districts outside of Dili, and engages extensively with key stakeholder groups including government ministries, local NGOs and community groups. The broad objectives of the PAS Program are to:

1. Offer participants opportunities to learn FOR work/training;
2. Offer participants opportunities to learn FROM work/training;
3. Build the capacity of local institutions to support coherent work readiness training.

We expect that by meeting these objectives, we will enable participants':

- Increased self-employment in rural areas
- Increased productivity in local industries
- Success in emerging job markets
- Pursuit of continued career training
- Enhancement of community assets and business opportunities

More specifically the PAS program will¹:

Result 1: Ensure that targeted youth are more capable of earning a livelihood

Result 2: Ensure local institutions have improved capacity to prepare low-skilled youth for work

Section Two: Accomplishments this Quarter

The following major accomplishments were completed during this quarter.

PAS Expands Programming in New Districts.: On December 15, 2008, two more youth groups joined the expanding PAS network around the country. As of December 1, more than 100 youth have joined the Aileu and Ainaro programs, respectively. The opening ceremonies were held at the newly-formed USAID PAS Program Learning Centers in Maubisse and Aileu town. Through Training Partner Fundacao Cristal, the youth will spend the part of the first phase of the program in the learning center gaining new skills and knowledge while gaining work experience and technical know-how in the community, and in the second part of the program, they will explore individual pathways to personal development. The technical training experience slated for these groups includes hospitality, tourism and construction.

¹ These results are currently still in draft form and are pending USAID approval of the PAS Performance Monitoring Plan, submitted in August 2008.



Continued Capacity Building with NGO Training Partners: The PAS program works with local NGOs to train local youth. In preparation for the launch of successive youth cohorts, EDC staff conducted another training of trainers for incoming Training Partner staff. At this weeklong event, Training Partners learned active and participatory methods of training; they also learned what “work readiness” is and how to assess and measure participant knowledge and skill acquisition. The basis for the training is the PAS curriculum which was developed locally.

Three New Training Partners Approved. Three new Training Partners were approved during the reporting period. USAID and EDC approved two sub-grants for Fundacao Cristal and one for Claret Training Center, totaling over \$175,000 for all three. The funds go towards the cost of providing work readiness training which includes funding the trainers and team leaders, food for participants, materials for training, materials and costs associated with technical and work experience activities.

Prioritizing Reproductive Health and Life Saving Skills. The PAS curriculum has four strands, one of them is leadership and life skills. Part of this strand includes information about reproductive health and CPR. To assist Training Partners in their understanding and ability to deliver this part of the curriculum, EDC contracted The Red Cross of Timor Leste (CVTL) to spend one week at the Dare training center with EDC staff and Training Partners on how administer first aid and how to discuss issues related to STI/HIV transmission and treatment.

Ongoing Capacity Building. The Finance and Administration Team at PAS continued to provide administrative and financial training to existing Training Partners in an effort to improve their overall management capacity and to develop new training techniques for future partners. Current partners FSP, Laho and FC have benefitted from the individualized training offered by EDC staff during the reporting period.

Nationwide Exploration for Program Expansion. EDC staff visited Oecusse and Bobonaro during the reporting period to promote the program, engage potential Training Partners, discuss with local leaders and explore the possibility of opening new Learning Centers in these places.

USAID Partner Collaboration Remains Strong. In an effort to add value to other USAID programs in the District, EDC continued to explore opportunities with the DAI implemented Private Sector



Development Program, the NCBA-CCT implemented agroforestry program, the Land O'Lakes implemented BACET program and the ARD implemented Ita Nia Rai program in different parts of the country. It is expected that PAS youth will benefit from collaboration in different parts of the country, particularly in relation to agriculture-oriented economic growth.

Relationships strengthened with Key Government Officials, International Organizations, Private Sector and Local NGOs:

- ♦ Informational update meetings held with the offices of the Secretary of State for Youth and Sports and Professional Development and Employment and Ministry of Education and Ministry of Health.
- ♦ Meeting twice with working group on standards for non-formal education training standards.
- ♦ Meetings held with several private sector and NGO organizations including: Norwegian Refugee Council, CARE International, Plan International, Mercy Corps.
- ♦ Information and strategy meetings held with fellow USAID partners including DAI, ARD, NCBA and Land O'Lakes.
- ♦ Created an information booth and participated in a conference at a Ministry of Education Conference in Dili.

Public Information Dissemination Takes Off. The PAS program has a full-time Public Information Project Coordinator who writes weekly activity updates, monthly program updates, quarterly newsletters, and during the reporting period, created a Frequently Asked Questions (FAQs) document (see Annex 1). Additionally, the program produces press releases and radio and newspaper advertisements as needed. The Program has produced several one-page information sheets detailing the program generally and the curriculum more specifically. Materials are usually produced in both Tetun and English, depending on the audience. During the reporting period, several additional program information materials were produced and distributed and a new video featuring how Timorese youth can be competitive in the region is being designed with assistance from advisors from the Government of Timor Leste.

Section Three: Challenges and Proposed Solutions

Human Resources: During the reporting period, the PAS program continued to interview several candidates for a variety of positions, including Work Experience Associate, Finance and Administrative Assistant and District Coordinator. Finding capable and qualified staff has been challenging due to language and geographical requirements, so while qualified candidates' references are checked and before they sign a contract, a few of these positions remain empty. The following people were hired during the reporting period:

1. Mariquita Soares hired as Master Trainer on October 1
2. Luis Mariano Da Cunha hired as District Coordinator for Aileu and Maubisse on October 3
3. Carlos De Jesus hired as Senior Driver on October 3

4. Joaquina Da Fonseca hired as Regional Program Manager on October 20

During the reporting period, the PAS Program lost one member of the team, Work Experience Specialist, Helder Lopes because he earned a scholarship to study in the United States and the Learning and Training Specialist Lucia Correia remained on maternity leave during the first month of the reporting period.

Additionally, during the month of December, over 90% of the PAS program staff in Dili took Christmas holiday for at least two weeks.

Office Relocation. The PAS Program Office in Dili was relocated from Vila Verde to Bidau in the month of November due to a demand for 40% increase in rent from the property owner. The new office is located in Bidau near another USAID partner office, and although there were some security problems at the new office in the beginning, these have now been resolved peacefully with assistance from local Chefe de Suko.

Section Four: Summary of Expenditures for the Quarter

Accrual for the period ending 12.31.08

Original or Revised Total Estimated	Obligated Amount	Spending Inception through 9/30/08	Actual Spending Q1 FY09	Total Expenditures through 12/31/08	Estimated Sub-Award Commitments	Balance of Obligation Unexpended or Uncommitted
\$5,000,000	\$5,000,000	\$1,137,450	\$318,449	\$1,455,899	\$0	\$3,544,101

Section Five: Performance Monitoring

By and large, the success of the PAS program is, and will continue to be, the impact it has on individual lives of rural youth in the districts. The community surely benefits from these individual successes, but these individual stories need to be aggregated to appreciate the true impact this program is having on lives of youth in Timor. For instance, in the Baucau training groups alone, there are many individual success stories that can be attributed to the project. They range from a youth selling firewood for profit to a young woman who started her own photography business in the village. Other noteworthy stories that epitomize this success:

1. Sildonia, a young woman of 27 who did not finish secondary school has saved the money she earned from working in the PAS program, applied the lessons she learned in class regarding financial responsibility, and she has started her own small business even before formally graduating into the second phase. Sildonia now sells her secondhand clothes in the Baucau market.

2. Augusto Borges, a young man of 24 who did not complete pre-secondary school has applied the same strategy as Sildonia and has started his own fresh fish business and now sells, with his Father's assistance, at the Baucau market.
3. Maria Fatima, a young woman of 22 who has completed secondary school has applied her new knowledge and savings from the program to buy yarn to make small pieces of "tais" for sale. Maria is currently earning \$70-\$80 per month in income from this new business.

Jose Manuel Belo, a man of 27 who completed only primary school has used his knowledge and skills and accumulated savings to buy cigarettes and Timor Telecom recharge cards and now sells them for profit. In terms of the overall program, the following chart tracks progress to date on the indicators for the PAS program:

Priority Area	Deliverable	Target Date	Status	Explanation
Program Implementation <i>Result 1</i>	OP 1.1 500 participants enrolled in the livelihood prep phase	December 2008	Partially Completed	220 participants were participating in Phase One in Baucau, Aileu, Ainaro with hundreds more enrolled to start for January 2009.
	OP 1.3 Livelihood preparation and training materials developed	July 08	Completed	Training manual (explains curriculum to Trainers); Learning for work manual (Curriculum Handouts); 24 weekly instructional guides (Work Experience Activity guide)
	OP 1.4 Accompaniment and training materials developed	December 2008	Completed	While this will be an ongoing process, basic training guides for participants, collaborators and Training Partners have been created in two languages.
<i>Result 2</i>	OP 2.1 5 communities participating in program	December 2008	Completed	Currently in Baucau (Berkoli, Triloka), Aileu town, Maubisse and Suai
	OP 2.2 5 training partners participating in program	December 2008	Completed	Fundacao Cristal (2 locations), Laho, FSP and CTC.
	OP 2.3 5 work sponsors participating in program	December 2008	Completed	Laho, FSP, Mogrin Construction, CRS, Restaurant Sara

Priority Area	Deliverable	Target Date	Status	Explanation
	OP 2.4 6 training partner management staff trained for 5 days	June 2008	Completed by December 31, 2008	Staff from CDC, Laho, FSP, CIACS attended one 2-day training on the PAS program including administration, curriculum and training and sub-granting procedures and later a 5-day training on Reproductive Health and Curriculum and Training Delivery. Later CJC, CTC and FC participated in a 5-day TOT.
	OP 2.5 10 training partner trainers trained for 10 days	July 2008	Partially Completed	3 training partner trainers (total 11 persons) were trained for 5 days in July. Follow-up training was conducted for 6 trainers in August. 6 former trainers and at least 4 new ones will receive 5 days of further training in November. Training sessions were split into 2, one 5-day session at the beginning of the program and another half-way through to allow greater opportunity for feedback. Once new sub-grants are issued, 7 more trainers will be trained for 10 days.
	OP 2.6 6 worksite management staff trained for 5 days	August 2008	Completed by December 31, 2008	4 team leaders were trained for six days. With new sub-grants all Team Leader staff (worksite managers) have been trainer.
	OP 2.7 6 work supervisors trained for 5 days	August 2008	Completed by December 31, 2008	Staff from FSP, Laho, FC, CJC and CTC (10 total for at least 5 days each)

Priority Area	Deliverable	Target Date	Status	Explanation
	OP 2.8 Follow on education pathways identified in 2 districts	December 2008	Completed	Each area of the country will have different opportunities for youth but several have been identified at a nation-wide level for youth in Baucau and Aileu and Ainaro.
	OP 2.9 Follow on voc-tech pathways identified in 5 districts	September 2008	Completed	Opportunities have been identified in Lautem, Baucau, Aileu, Ainaro, Suai, Bobonaro and Dili (for second phase)
	OP 2.10 Potential informal economy sector opportunity areas identified in 5 districts	August 2008	Completed	EVI report identifies these in almost all districts.
	OP 2.11 Potential internship or employment providers identified in 5 districts.	September 2008	Completed	EVI report identifies several of these in many districts.

Section Six Travel Schedule – This Quarter

October 2008:

- COP Brenda Barrett visited the US for an EDC conference and to present at the EQUIP/3 Brown bag at USAID HQ in Washington, DC. (September 23- October 15)
- Several trips by EDC staff to Baucau, Aileu, Maubisse and Covalima (various throughout the month)

November 2008:

- Several trips to the field for project monitoring, participant enrollment and information dissemination to local government and community leaders: Baucau, Aileu, Ainaro, Covalima and Bobonaro (various)
- Ongoing training provided to partners in Baucau (various)

December 2008:

- Field visits to different Districts around the country (Baucau, Ainaro, Aileu, Covalima, Bobonaro) for participant enrollment. PAS Program information dissemination including a visit to Oecusse to disseminate expressions of interest for project partnerships and to meet with local government officials. (various)
- Majority of EDC staff take holiday for Christmas including Finance and Administrative Assistant Marie de Villa.

Travel for Next Quarter (January 1, 2009 – March 31, 2009)**January 2009:**

- Ongoing trips to the District for Program support and new project start up (various)
- M/E consultant Dr. Patricia Delaney will visit to finalize work
- EVI Technical Advisor Mr. Zaki Raheem will arrive for three-month assignment
- EDC HQ Associate Director Ms. Cornelia Janke will arrive for program review and USAID meetings
- Oecusse for pre-start site evaluations
- Suai for follow up on new program start up

February 2009:

- Ongoing trips to the District for Program support and new project start up (various)
- Baucau for graduation of Phase One (TBD)
- Suai for start up of second new training site there(TBD)

March 2009:

- Ongoing trips to the District for Program support and new project start up (various)
- Oecusse for launch of new youth training group

Annex 1

This document was created as a public information tool for a wide audience. The FAQ's were created based on feedback from staff after having several conversations with potential collaborators, training partners, youth participants and government stakeholders. This document has been translated into Tetun and was recently distributed at the Ministry of Education sponsored conference in Dili where EDC opened a booth and discussed the work we do in the non-formal education sector. This document was accurate up until December 2008. Future versions of the FAQ's will be updated as the program evolves, particularly pertaining to the numbers of participants enrolled and where we are working.

Frequently Asked Questions

1. What is the PAS Program?

The Prepara Ami ba Servisu Program (PAS) is a USAID funded youth work-readiness program that operates in the Districts. The PAS program in Timor Leste will prepare youth to achieve one or more of the following outcomes:

- become self-employed in rural communities
- be more productive in local industries and in family livelihoods
- succeed in emerging job markets
- pursue advanced vocational training for careers
- build community assets and strengthen local opportunities for business
- pursue formal education

The program is designed to strengthen skills of young people in the areas of work readiness, financial literacy and entrepreneurship, technical work skills, and leadership and other life skills. By the end of the 8-month program (16 weeks active work/learning and 16 weeks of active accompaniment), participants will be able to demonstrate a certain level of mastery of these skills.

2. Who funds it?

The US \$5 million (five million dollar) PAS program is fully funded by USAID/ Timor Leste.

3. How many participants are enrolled now? How many will be enrolled in total?

Currently, there are approximately 250 youth enrolled in the PAS projects in Baucau, Aileu and Ainaro. The groups in Baucau are graduating to Livelihood Accompaniment (Phase 2) in January. Also in January, new projects will open in Covalima and by June, more projects are expected to start in Bobonaro, Oecusse and Lautem. In total by 2010, the end of the PAS program, 2,500 youth or 50 groups of 50 will have completed the program.

4. Where does the PAS program operate?

The PAS program operates in the Districts, outside of Dili. Most projects will operate from the District capital and will be open to any resident of that district in order to ensure access for the most rural areas of Timor Leste. The program has started operations in two sub-districts of Baucau, and the capitals of Aileu and Ainaro. In 2009, the PAS program will expand to Covalima, Bobonaro, Lautem and Oecusse. Program expansion depends

greatly on the availability of local NGO training partners capable of implementing the program.

5. Which language of instruction do you use?

The PAS curriculum is written in Tetun, Bahasa Indonesia, and English. All classroom instruction is conducted in Tetun and/or Bahasa Indonesian, depending on the area of the country. Recognizing the need to promote other language learning, including Portuguese, the PAS program searches for language instruction options for youth in Phase 2. Thus far youth in the program have expressed an interest in learning English and Portuguese.

6. Who are your participants? How do you select them?

The PAS program targets rural, unemployed, minimally-educated youth between the ages of 16 and 30. Participants should have already completed primary school and must no longer be enrolled in formal education at the time of application to the PAS program. Currently not more than 20% of PAS participants have completed secondary school. The PAS program is committed to strengthening gender parity and is firmly committed to ensuring that at least 50% of the participants are female.

The selection process is conducted in consultation with key community stakeholders. Eligible participants submit applications and are asked to provide enrollment information and a signed recommendation from their *Chefe de Suko*, which is verified by the PAS District Coordinator.

7. What curriculum do you use, and how was it developed?

The PAS curriculum was developed by a team of local training experts in consultation with international technical experts, community stakeholders and employers. Based on an original needs-assessment conducted with employers and government stakeholders, the curriculum was pilot-tested in the four districts (Baucau, Lautem, Aileu and Dili), and continues to be revised on the basis of feedback from local NGO training partners, participants and other stakeholders.

8. What does your curriculum teach?

The curriculum was designed to develop the skills of local youth to increase their ability to find or create improved livelihood opportunities. As such, the curriculum focuses on four main categories of instruction: work-readiness skills; technical skills; leadership and life-skills; and financial and entrepreneurial skills.

9. Do you have staff trainers in the districts?

The PAS program does not deliver the training directly to participants. Instead, the PAS program partners with local NGOs with previous experience with youth and education to implement the program in the Districts. NGO partners receive training and support from the PAS program Dili-based curriculum and work-experience specialists during several orientation and training sessions. Once they are prepared, NGO partner staff conducts all training activities.

10. How long is the program?

Each group of 50 youth will receive 16 weeks of classroom instruction combined with technical work skills (known as Livelihood Preparation), followed by 16 weeks of assistance finding a suitable livelihood pathway (known as Livelihood Accompaniment).

The second 16 weeks allows participants to receive ongoing guidance in searching for improved livelihood opportunities. Each participant has access to limited funds during the second phase to be used on their behalf to facilitate their journey into a new livelihood pathway. The youth will be a part of the PAS program for a total of eight months. The PAS program will continue running successive programs in Timor-Leste until 2010, for a total of three years.

11. How will you ensure that the program is sustainable?

By partnering with various local NGOs, the PAS program ensures that the capacity to deliver the PAS program training exists throughout the districts and will remain once the PAS program completes its 3-year program. NGO training partners are selected for their strong community ties, history of successful program implementation, and dedication to working with disadvantaged youth. Once the PAS program completes its work in Timor Leste, several NGOs will already have experience with the philosophy and materials of the PAS program and be able to continue their component of the program.

12. How were NGO partners selected?

The PAS Program posted solicitations for “expressions of interest” around the country at community sites, on community and national radio and in various publications. NGO’s that apply and meet minimum qualifications continue to work with PAS Program staff to develop a full proposal and scope of work, budget and implementation plan. Successful NGO’s are awarded a grant to implement the projects in the Districts. Currently the PAS Program has four NGO partners and more expected in the coming months. NGOs are still encouraged to contact the PAS program if they are interested in learning more about partnership.

13. There are so many training programs. How is this one different?

This PAS program seeks to prepare youth to improve their livelihood while recognizing that livelihood opportunities in Timor Leste are limited. The PAS program, therefore, not only delivers a training program that produces high-quality workers, it also helps participants link to opportunities to further improve their skills or to find employment. By providing youth with access to a small grant upon successful completion of the training component, the PAS program helps them access further educational opportunities or to support them as they find work or start their own business. The PAS program is unique in that it offers guidance and support in finding meaningful ways to use the skills they have learned throughout the program.

14. What do participants do after they finish your program?

Once participants complete the first four months of integrated working and learning - classroom training combined with technical skills training - they receive four more months of support and guidance from their training provider, with the support of PAS program staff throughout. Participants will participate in workshops and individual career counseling sessions that will help identify their goals and find ways to help them achieve those goals through partnerships with local employers, NGOs and institutions that provide technical training, and organizations that support the creation or growth of small businesses. After they have completed the entire 8 month program, participants will have the training, know-how and experience to continue improving their livelihoods, their communities and their lives. They will also have a “skills passport” that they can carry with

them as they apply for jobs. This will outline the work they have done, the skills and knowledge they have gained and ways to contact references. Youth who complete the entire program will also receive a nationally-recognized certificate of achievement.